

Creating Interactive Word Documents

You can easily create an interactive document in Microsoft Word by adding text and voice comments that students could either read or listen to using headphones.

Examples of How to Use in Classroom:

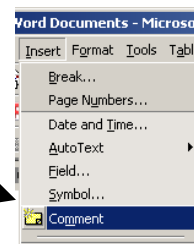
- Provide a list of sentences or paragraphs that include vocabulary words. Enter a voice comment that has the teacher reading the sentence. Have students try to define vocabulary words and check their answers entering either a text or voice comment providing the definition.
- Copy and paste a passage or chapter from an online book. Enter a voice comment of teacher reading the paragraphs/chapter or definitions of words that will be difficult for students to comprehend.
- Scan into Word or find online and copy/paste, chapters from text book. Enter questions as comments that students have to answer after reading or listening to chapter.
- Digital Story Books: Include both pictures and sounds.

Typing a Comment

1. Select (highlight) the text or item you want to comment on, or click at the end of the text.
2. On the **Insert** menu, click **Comment**.

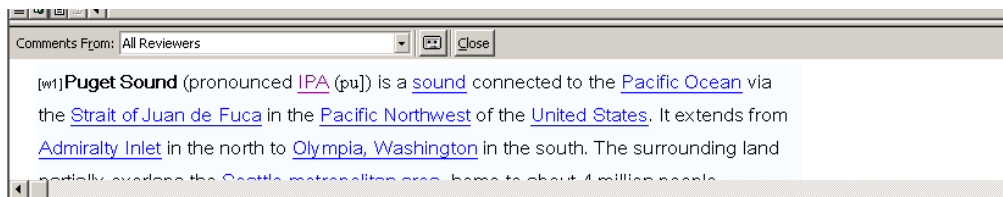
OR

3. On the **Reviewing** toolbar, click the **Insert Comment** button.

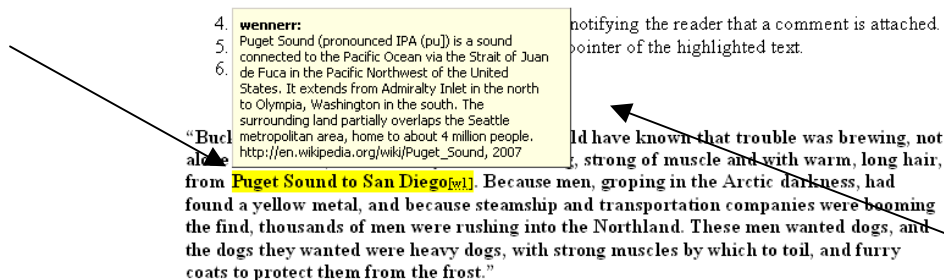


(To add this tool bar to your toolbar options, click View, slide to Toolbars, and check Reviewing).

4. Type the comment text in the comment pane at the bottom of the screen. After you've inserted a comment, you can click **Close** to close the comment pane.



5. The **selected text will remain highlighted** notifying the reader that a comment is attached.



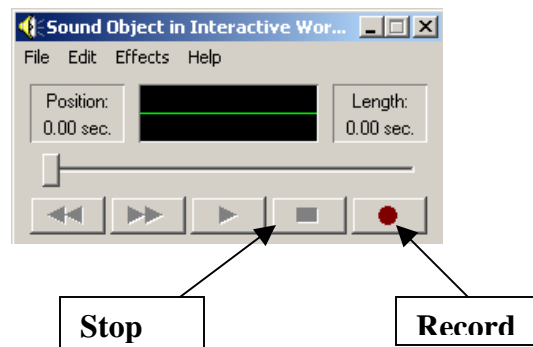
6. To view the comment, place your mouse pointer of the highlighted text, the **comment window** will pop open.

Inserting a Voice Comment

You will need access to a microphone in order to record **voice comments**.


1. Plug-in your microphone to your computer (plug with picture of microphone)
2. On the **Insert** menu, click **Comment**.
3. If you are inserting both text and voice comments, type the text first.
4. In the comment pane, click **Insert Sound Object**. When the Sound Recorder window opens, click on the **record button** to start recording. Click the **stop button** when finished recording.

NOTE: Sound files are recorded as .wav files and are limited to 60 seconds long. Long passages will have to be split into different recordings.



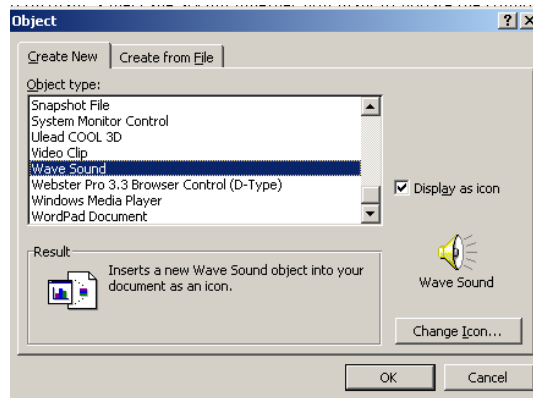
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5. If Word displays a message asking whether you want to update the sound object, click Yes.

6. Copy and paste the sound file icon  into your text for access by student listener. Students can listen to voice recording by double-clicking on the icon (otherwise, students would have to view the comment window to play sound files).

OR, do the following, to automatically insert the sound file icon into your text.

1. Highlight the text, or place your cursor next to the word/text that you want the sound file icon to be next to.
2. From the **Insert** menu, click **Object**.



3. Under the “Create New” tab, scroll down and select Wave Sound.
4. Click OK

Modify a Comment

1. Click the light yellow text that's associated with the comment.
2. On the **Reviewing** toolbar, click **Edit Comment**.
3. Modify the comment in the comment pane at the



bottom of the window.

Deleting a Comment

1. Click the light yellow text that's associated with the comment.
2. On the **Reviewing** toolbar, click **Delete Comment**.



4. Modify the comment in the comment pane at the bottom of the window.